



**DEPARTMENT OF HEALTH  
OFFICE OF THE COMMISSIONER  
Human Resources Office**

Knud Hansen Complex  
Towers Building 3<sup>rd</sup> Floor  
St. Thomas, V.I. 00802

Tel: (340) 715-5133  
(340) 774-9000 X 4792  
4793, 4796  
Fax: (340) 777-8238

## **VACANCY NOTICE**

**POSITION TITLE:** STAFF NURSE

**LOCATION:** Immunization Program- St. Croix

**SALARY RANGE:** Based on Union Contract

**POSTING DATE:** January 10, 2017 - Open until filed

### **JOB DESCRIPTION**

Under the general supervision of the Head Nurse, Staff Nurse will provide professional nursing services in the Immunization Clinic and in the community. Work is performed in accordance with the standard of nursing practices, Immunization Program policies and the Virgin Islands Department of Health guidelines. Staff Nurse will be responsible to carry out nursing and programmatic functions and will report directly to the Head Nurse on St. Croix

### **REQUIRED EDUCATION / EXPERIENCE**

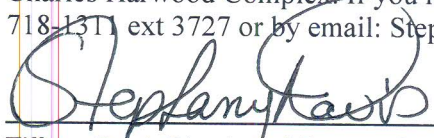
Graduation from a state or territorial accredited basic professional school or nursing.  
Bachelor of Science in Nursing  
Registered Nurse with a minimum of three (3) nursing experience

### **SPECIAL NECESSARY QUALIFICATIONS**

Current V.I Registered Nurse License in good standing  
Current Basic Life Support certification

### **HOW TO APPLY**

Please submit your application with all the required documents to the Human Resources Office at the Charles Harwood Complex. If you have any questions, please feel free to contact Stephany Davis 340-718-1311 ext 3727 or by email: [Stephany.davis@doh.vi.gov](mailto:Stephany.davis@doh.vi.gov) if you have any further questions.

for   
Tiffany Ford, Director of Human Resources



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## **VACANCY NOTICE**

**POSITION TITLE:** **Executive Administrative Specialist**

**LOCATION:** Division of Licensure and Professional Business - St. Croix

**SALARY RANGE:** \$42,500

**GRADE:** Exempt

**POSTING DATE:** January 18, 2017 to February 10, 2017

### **JOB DESCRIPTION**

Under the immediate supervision of the Dir of Licensure and Professional Business, an employee in this class performs highly confidential assignments. Work is performed and includes a full range of administrative support for the Dir of Licensure and Professional Business. Handle the full range of office level administrative duties. Must have the ability to maintain courtesy, efficient and day-to-day professional relationships within the office and community members. Must be flexible and possess the ability to deal with shifting priorities and changes. Handles a wide variety of situations and conflicts involving administrative functions of the Division of Licensure and Professional Business. Serves as a liaison with the Division and the community.

### **Experience & Education**

Experience as an Executive Administrative Assistant; Knowledge of Microsoft Office Suite and Calendar Maintenance in MS Office; Knowledge of drafting correspondences for signature; Communicate/coordinate administrative actions with individuals at all levels; Excellent customer service skills; Excellent oral & written skills.

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*for Stephany Davis*  
Tiffany A. Ford, Director of Human Resources



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## **VACANCY NOTICE**

**POSITION TITLE:** **NURSE PRACTITIONER**  
**LOCATION:** Division of Family Planning- St. Croix  
**SALARY RANGE:** Based on Union Contract  
**GRADE:** Based on RN Experience  
**POSTING DATE:** January 18, 2017 until filled

### **Job Description**

In collaboration with program protocols, the medical director and territorial regulations, the family planning clinician will function as a provider of primary reproductive health care services.

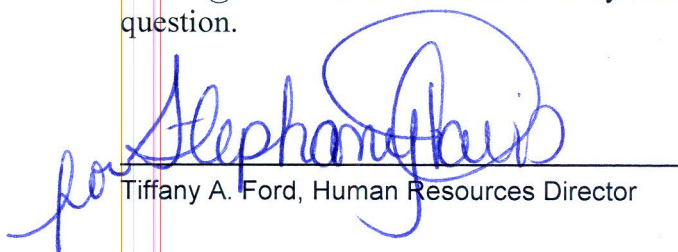
1. Secure and review the complete health history and record findings accurately.
2. Perform physical examinations with special emphasis on the reproductive system.
3. Provide cancer screening testing, diagnosis of sexually transmitted infections and perform other types of more specialized procedures as indicated.
4. Perform and order diagnostic studies as indicated and provide appropriate treatment and follow-up as necessary.
5. Provide relevant education and collaborate with the program team and other community agencies in providing comprehensive care and outreach services.
6. Provide birth control education and methods.
7. Must see male clients.
8. Work with department and program staff on activities essential department and program functioning.
9. Demonstrates excellent customer service to both internal and external customers by working towards a positive outcome in all situations.

### **Experience & Education**

Nurse Practitioner (NP) who has completed an NP educational program and is certified as an NP by a national certification organization and met requirements for licensing as an NP.



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for Stephany Davis  
Tiffany A. Ford, Human Resources Director